



## **FULL TIME COUNSELING FACULTY JOB DESCRIPTION**

**REPORTS TO:** Counseling Program Chair

**DEFINITION:** Counseling Faculty will support the Counseling Program Chair in the development, implementation, and ongoing assessment of the core curriculum for the graduate Counseling Program at Southwestern College. They also provide support for the upper-level counseling courses and required field work (practicum and internship). Teaches full time online and/or on ground (a minimum of 9 units per quarter), mentors adjunct faculty, participates in program assessment, and provides leadership as the counseling program works towards achieving and maintaining CACREP accreditation.

### **DUTIES & RESPONSIBILITIES:**

#### **1) Transformational Teaching**

- Provides instruction for up to 9 quarter units per quarter. Teaching includes syllabus preparation, preparation of the student learning management course space, class preparation, grading, tracking student attendance, etc.
- Course Leadership for a minimum of 6 courses identified by the Counseling Program Chair and/or Academic Council.
- As a Course Leader, responsible for developing and maintaining curriculum for required courses, identifying adjunct faculty to teach courses, mentoring these adjuncts, which includes reviewing their midterm and final evaluations with them, etc.
- Participates in curriculum development and syllabus revision under direction of the Counseling Program Chair and/or Academic Council.
- Monitors classroom participation, and overall student engagement, including disposition and professional fitness.
- Responds to student feedback regarding the quality or content of classroom instruction in a timely manner.
- Utilizes online learning management system to provide instruction, communicate with students, monitor student participation, and review and grade assignments.
- Student advisement as per the Faculty Advisement policy.
- Participates in faculty mentoring in order to deepen knowledge and understanding of transformational teaching and learning and to continuously improve transformational teaching skills.

## **2) Administration Tasks**

- As a full-time employee, adheres to the policies and procedures outlined in the Staff Handbook, and as full-time faculty, also adheres to policies and procedures outlined in the Faculty Handbook.
- Fulfills obligations as outlined in faculty contracts and/or job descriptions.
- In close conjunction with the Counseling Program Chair, provides leadership, direction and accountability for ongoing CACREP accreditation processes.
- Communicates any student concerns directly to the Counseling Program Chair and Associate Dean.
- Collaborates with members of Academic Council, Student Success Team, and other college staff regarding student concerns and advisement.
- Attends program/department meetings, monthly faculty meetings, annual faculty retreats, assessment meetings, graduation, new student orientation, and other college events and meetings as assigned.
- Submits required text information to administration for inclusion in quarterly book list.
- Participates in ongoing student learning outcomes assessment activities including Learning Circles.
- Participates in ongoing reaccreditation activities, including site visits, surveys, etc. as requested by the college.
- When providing direct supervision to students in practicum or internship at Tierra Nueva Counseling Center, participates in weekly clinical team meetings with the Clinical Director.
- Participate in new student recruitment and admissions processes.

## **3) Networking and Professional Development**

- Maintains appropriate licensure and insurance as per course requirements.
- Maintains membership in appropriate professional organizations and seeks opportunities to deliver presentations and professional development trainings, regionally, nationally, and internationally.
- Follows professional ethical and regulatory guidelines of higher education, including FERPA, and other applicable professional areas related to course instruction.
- Honors multicultural community needs, including appropriate gender pronouns, ADA accommodations, and non-discriminatory practices as defined by college policy
- Assists in marketing initiatives on behalf of Southwestern College when needed, including social media, blogging, and related activities.
- Mentors and encourages students to participate in professional development, organizations and conferences.
- Pursues and maintains community partnerships within the human services, social work, and counseling fields locally and nationally.

**REQUIRED QUALIFICATIONS:**

- PhD in a counselor education and supervision from a CACREP-accredited program\*.
- Holds or is eligible for a LPCC in New Mexico with a supervision designation.
- At least three years of direct client service in clinical mental health including supervision.
- Graduate teaching experience in both in-person and on-line modalities.

\* Candidates with related PhDs, who have taught full time for at least one year in a counselor education program prior to July 1<sup>st</sup>, 2013, will also be considered.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Demonstrated successful experience with curriculum development
- Familiarity with professional standards and CACREP accreditation standards and requirements for counselor practicum and field training.
- Organizational and time management skills, ability to handle multiple tasks and meet deadlines.
- Knowledge and proficiency with technology (i.e., Microsoft Office, learning management and student information systems)
- Excellent interpersonal and communication skills, both oral and written.
- Demonstrated commitment to transformational learning and teaching.
- Demonstrated cultural humility and commitment to diversity and social justice.
- Proficient in the use of technology and software such as MS Office, learning management and student information systems.
- Personal and professional alignment with the mission and vision of Southwestern College.